

Executive Service Position Announcement

TN Volunteer Challenge Academy Facilities Supervisor

Position Description:

The Tennessee Military Department is currently accepting resumes for the position of Tennessee Volunteer Challenge (TNVCA) Facilities Supervisor. The Facilities Supervisor is under the direct supervision of the Deputy Director and is responsible for semi-skilled and skilled building maintenance work of considerable difficulty. The position will perform a variety of tasks including routine and/or general building maintenance repair projects such as carpentry, painting, plumbing, electrical, masonry, and modifications needed for maintaining property. Incumbent must be willing to work nights and weekends when necessary to accomplish the mission on TNVCA.

Minimum annual salary: \$40,380

Benefits:

Insurance (Health, Dental, Life, Vision), Annual, Sick and Military Leave, Flexible Benefits Plan, Retirement, Higher Education Fee Waivers Discounts.

For additional benefits: <http://www.tn.gov/hr/topic/benefits>

Essential Job Duties:

- Facility maintenance and oversight of TNVCA Facilities to include, maintenance work such as plumbing, electrical, HVAC/R, appliances, structural, environmental, and landscape management.
- Inspection of facilities to determine maintenance and repair needs such as fire alarms, emergency generators, HVAC/R systems, electrical systems, plumbing, appliances, structural, and environmental management.
- Maintain proper environmental, occupational, safety, and health compliance in accordance with state, federal, and local guidelines.
- Read and interpret sketches, diagrams, schematics, and blueprints in order to maintain and repair facilities/equipment and locate utilities at the facility.
- Maintains supply inventory in order to forecast material needs, and creates purchase requests for equipment, materials, and supplies.
- Reports facility maintenance and repair matters to appropriate personnel in order to ensure safe and efficient daily operations.
- Monitors contractors for security and observation of facility repairs.
- Operates state vehicles, such as: cars, box trucks, pick-ups.
- Provides training on facilities maintenance policies and procedures to maintenance staff.
- Supervises maintenance staff to ensure proper readiness of the facility. Conducts the performance evaluation program for facilities maintenance staff to promote positive development and maintain productivity. Assigns and prioritizes daily work orders to maintenance staff.

Minimum Qualifications:

- Ability to communicate effectively both orally and in written communications
- Skilled manual tasks of buildings and/or grounds are desirable.
- Requires ability to follow written and oral instructions in a timely manner. Requires ability to work independently with minimum supervision.
- Requires general knowledge of hand and power tool equipment and their operation.

TN Volunteer Challenge Facilities Maintenance Worker cont'd

- Requires ability to lift and carry 80 pounds, i.e., heavy boxes, supplies, etc., ability to move heavy furniture and equipment; tolerate heights and machinery noise, and exposure to a variety of fumes and chemical agents.
- Requires being on feet for long periods of time. Requires ability to climb stairs and ladders to change light bulbs, paint, etc; requires being on hands and knees for extended periods of time to perform landscaping duties, withstand extreme temperature changes to shovel and/or plow snow, mow lawns, and perform external maintenance as required.
- Requires a valid driver's license.
- Employee will undergo an extensive background check. Applicants for this class must have no conviction of a felony; applicants must be willing to be fingerprinted and must have their fingerprints on file with the Tennessee Military Department; applicants must authorize release on any investigative and criminal records obtained by the Federal Bureau of Investigation to the Tennessee Military Department. The data may be used as part of a review process to evaluate eligibility for continued employment.

Knowledge, Skills, Abilities and Competencies:

Competencies:

- Technical Knowledge
- Directing Others
- Timely Decision Making
- Customer Focus
- Interpersonal Savvy
- Functional/Technical Competency

Knowledge:

- Knowledge of Building and Construction

Skills:

- Reading Comprehension
- Writing Comprehension
- Active Listening
- Equipment Maintenance
- Equipment Selection
- Troubleshooting

Abilities:

- Oral Expression

How to Apply:

Submit your resume detailing your experience in meeting the above requirements for the TNVCA Facilities Maintenance Worker to:

Tennessee Volunteer Challenge Academy

TNVCA.admin@tn.gov

Deadline to Apply: November 15, 2019

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color,

national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.